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ABSTRACT

Presented in this document is the professional staff employment agreement between the Board of Trustees of Community College District No. 4 and the Skagit Valley College Education Association for the year 1973-74. The Articles of the agreement include implementation of new salary table, negotiated working conditions, leaves of absence, benefits, professional responsibilities, implementation of the continuing education part-time salary schedule, and the salary agreement. The appendices include the salary grid, the faculty college calendar, and the administrative salary schedule. (PG)

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Professional Staff Employment Agreement
Between
The Board of Trustees of Community College District No. 4
and
The Skagit Valley College Education Association
For Fiscal Year 1973-74

I. INTRODUCTION

During the past negotiations sessions several salary proposals were exchanged between the Board of Trustees and SVCEA. Although both parties recognized the importance of teaching or job experience, the Board proposals asserted that automatic longevity, past a certain point, should not be the primary factor in determining compensation. SVCEA salary proposals, on the other hand, maintained longevity as the primary consideration in a salary plan. Since proposals by both parties indicated that a new salary schedule was desirable, a compromise, one-year plan was worked out which:

1) provides a method for placing individuals in accordance with their base point values under the 1972-73 salary schedule; such a plan therefore takes into account former placement which utilized academic degrees, academic credits, work experience, and longevity

2) includes some salary increase on base pay for all personnel

3) suspends the new merit pay system (adopted October 1972)

4) stresses the importance of both parties to continue to explore methods for achieving a salary plan which is equitable for all concerned; such effort should begin soon after the beginning of the 1973-74 college year.

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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II. IMPLEMENTATION OF NEW SALARY TABLE

1. Standard (Nine Month) Contract:

   (a) For currently contracted professional personnel (President, Deans and Associate Deans excluded), determine base point values under 1972-73 salary schedule. Find where these point values fit in ranges on Column I, Salary Grid, Appendix A. Then apply salary amount which corresponds to appropriate salary in Column II for that particular point value range.

   (b) For professional personnel on leave of absence, determine point values which would have been appropriate at the beginning of academic year 1972-73. Determine salary in accordance with (a) above.

   (c) Based upon educational and experience qualifications, new faculty appointments shall be placed in the appropriate range up to, but not to exceed, range 135-138.

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2. Extended Contracts:

In order to maintain certain teaching programs, counseling functions, library-media functions and administration, contracts beyond the basic standard (nine month) contract are necessary. Such contracts are based upon the recommendation of appropriate supervisors who determine the length of time necessary to maintain the functions described above. In computing the salary for extended contracts use the following table:

Contract	Extended Time	Salary Computation
10 Months	One Month	Salary x 1.1111
11 Months	Two Months	Salary x 1.2222
12 Months	Three Months	Salary x 1.3333

3. Extra Duty Points:

Extra duty points are granted for athletics, drama, music and Cardinal when these duties are performed in addition to an individual's full-time responsibilities. In determining such compensation:

(a) Determine extra duty points in accordance with items III-4.

(b) Add dollar amount computed as follows:

1. 1 point = .249 credit hours
2. 1 credit hour = $286
3. Multiply derived credit hours by $286

4. Merit Pay:

Currently twenty individuals are eligible to receive merit pay under the merit pay system in operation prior to October 11, 1972. Where applicable add $710 for merit pay. No other merit pay will be awarded during the 1973-74 year.

5. Release Time For Management Functions:

In accordance with this salary schedule, management functions will not carry a responsibility factor. Release time for management functions shall be determined by reference to the instructional faculty load policy as set forth in section 3520.10 of the Policies and Procedures Manual.

III. OTHER NEGOTIATED WORKING CONDITIONS

1. The standard basic teaching contractual period shall be one hundred seventy-three (173) days. This contractual period shall be pursuant to Appendix B, Faculty College Year Calendar, 1973-74.

2. Travel to duty stations shall be governed by the following procedures:

   (a) An employee, either full or part-time, is entitled to no travel reimbursement from home to duty station and vice versa.

   (b) If an employee's regular work load during the normal working day is divided between duty station (SVC campus and Whidbey Branch) an allocation of $250 per quarter (on a five (5) day per week basis) will be paid. For work under these conditions for less than five (5) days per week, payment will be on a pro-rated basis.

   In addition, college transportation may be used for this purpose if it is available.

3. Summer session contracts shall be computed on a fiscal year basis (i.e., salary earned to June 30 shall be based on that year's schedule; beyond July on the schedule for the new fiscal year).

4. Extracurricular Salary Schedule:

   (a) Additional points shall be given to those instructors with extracurricular duties according to the schedule below which is based on experience and an activity weighting.

Experience	A	B	C
0	5	8	12
1	6	9	13
2	7	10	14
3	8	11	15
4	9	12	16

(b) Activity Weightings

A	B	C
Golf	Baseball	Basketball
Skiing	Drama	
Soccer	Publications	
Tennis	Music	
Cross Country	Swimming	
Gymnastics	Track	
	WRA	
	Wrestling	

(c) Assistant coaches to receive one-half the schedule point value.

5. The salary of deans and associate deans shall be computed pursuant to Appendix C, Administrative Salary Schedule.

IV. LEAVES OF ABSENCE

1. Sick leave earned by the full-time professional staff shall be governed by sections 3560.11.1, 3710.10.1, 3710.10.2 and 3710.11 of the Policies and Procedures Manual.

2. Bereavement leave shall conform to the provisions included in sections 3560.11.2, 3710.10.1, 3710.10.2 and 3710.11 of the Policies and Procedures Manual.

3. Leaves of absence for maternity purposes shall be granted to all female employees in accordance with the policy set forth in section 3110.13.2 of the Policies and Procedures Manual, as now or hereafter amended.

4. Leaves of absence shall be granted pursuant to sections 3110.12 and 3110.13 of the Policies and Procedures Manual.

5. Sabbatical leave shall not be granted during the 1973-74 fiscal year.

6. Each professional employee shall be allowed one day of paid personal leave per year as provided in sections 3560.11.3 and 3710.12 of the Policies and Procedures Manual. Unauthorized leave beyond this provision shall cause the forfeiture of pay in proportion to the absence from duty (i.e., day, half-day, etc.).

7. Professional employees with extended contracts of twelve (12) months shall be granted one calendar month vacation.

V. ADDITIONAL BENEFITS

1. The college shall make available group health and medical insurance programs pursuant to Sections 3720.10 and 3720.11 of the Policies and Procedures Manual. The monetary value of the college's contribution shall be in accordance with the actual state funds appropriated for such purpose (which for 1973-74 is $20 per month).

2. Skagit Valley College shall provide vehicle liability insurance on all college owned vehicles in accordance with RCW 43.19.1935. Excess coverage to $100,000 shall be provided subject to approval by the State Administrative Board.

3. Professional staff required to teach a part of their full-time load in the night program shall have their teaching schedule adjusted to avoid an 8:00 a.m. class on the day following an evening class.

VI. PROFESSIONAL RESPONSIBILITIES

1. It shall be the responsibility of each professional staff member to adhere to the duties, obligations and responsibilities set forth in the various sections of the Policies and Procedures Manual adopted by the Board of Trustees.

2. No later than five (5) days after the first class day of each quarter, all professional staff members shall submit to the Dean of Instruction office hours to which they will adhere during that quarter. All professional staff shall post and maintain office hours of a minimum of one hour per school day.

   (a) Depending upon the needs of the students the professional staff members may elect to hold three-fifths (3/5) of their office hours in their office and two-fifths (2/5) of their office hours in the student lounge or the library conference rooms. The professional staff member shall post the above schedule on his office door.

   (b) Depending upon the needs of the students, professional staff members may elect to extend the length of time he spends holding office hours. These extended office hours may be held in the professional staff member's office, the student lounge, library conference rooms, classrooms or laboratories.

3. It shall be the responsibility of all professional staff members leaving campus during the normal working day (as defined in (a) below) to notify the main office switchboard of their absence and time of return to campus.

(a) Professional staff's normal working day shall be made up of his class hours, office hours, time spent in advising students and time spent on committee assignments or other college obligations.

(b) It shall be the duty of the college administrator in charge of the college office staff to see that:

(1) Accurate records are kept of professional staff locations as reported to them by the professional staff. These records shall be passed on to relief operators so that no continuity of information shall be lost.

(2) All incoming telephone calls and messages shall be handled by the office staff with efficiency and dispatch.

4. Absence from campus of professional staff members for extended periods of time during the normal working day must be authorized by the president.

5. Professional staff members assigned to administrative duties shall adhere to their job descriptions and duties as set forth in section 2000.00 of the Policies and Procedures Manual.

VII. IMPLEMENTATION OF THE CONTINUING EDUCATION PART-TIME SALARY SCHEDULE

Placement and compensation of the continuing education part-time faculty members shall be made in accordance with the following salary schedule:

	COLUMN A	COLUMN B
Years Experience	Beginning Instructor: Special Classes (i.e., First Aid); Non-credit Classes	Certified Instructor; (Standard Public School or Community College or 4-year College or Professional Credentials)
0	6.50	9.00
1	7.00	10.00
2	7.50	11.00
3	8.00	12.00
4		13.00
5		14.00

1. This schedule is based on contact hours.

2. Only teaching experience in the SVC Continuing Education Program will count toward experience on this schedule.

3. Instructors can move from Column A by continued service at SVC and continued professional improvement.

4. An annual increment for any individual instructor will not exceed $1 per hour. Any individual instructor may be moved horizontally upon recommendation of the Dean of Instruction.

5. One year of experience on this schedule will constitute 3 quarters of teaching in the Continuing Education Program.

6. In order to offer a comprehensive program and provide courses in low enrollment subject areas, the appropriate administrator may negotiate a contract with an instructor based on a percentage or pro rata load of a minimum class size.

7. In specialized cases where instructors are not available locally and an instructor must be brought from another area, arrangements may be negotiated between the appropriate administrator and the instructor involved.

VIII. Appeals concerning administrative placement shall be made to the Faculty Advancement Committee (FAC). Within a reasonable time the FAC shall submit its recommendation to the president in writing. The president shall announce his decision in writing to the FAC and faculty member appealing the decision no later than five (5) days after receipt of the FAC recommendation. Appeals from the president's decision shall be to the Board of Trustees through the SVCEA Negotiations Committee.

1973-74 SALARY AGREEMENT

Between the Board of Trustees of Skagit Valley College
Community College District No. 4
and the
Skagit Valley College Education Association

I. INTRODUCTION

Having been accepted by the Skagit Valley College Education Association and the Board of Trustees of Skagit Valley College, Community College District No. 4, this agreement will remain in force from 1st July 1973 through 30th June 1974 for the professional employees of Skagit Valley College.

II. ACCEPTANCE

This agreement is signed and adopted this _____ day of _____ 1973.

Attest:

_____
Chairman, Board of Trustees,
Skagit Valley Community College
District No. 4

_____
President, Skagit Valley College
Education Association

_____
Executive Secretary
Board of Trustees

_____
Chairman, Skagit Valley College
Education Association Negotiations
Committee

APPENDIX A

SKAGIT VALLEY COLLEGE

Salary Grid For Purposes of Placing Professional Staff
For Fiscal Year 1973-74

Column I Point Value 1972-73 Salary Schedule	Column II Standard (Nine Month) Salary Schedule
115-118	$ 9,840
119-122	10,130
123-126	10,420
127-130	10,710
131-134	11,000
135-138	11,290
139-142	11,580
143-146	11,870
147-150	12,160
151-154	12,450
155-158	12,740
159-162	13,030
163-166	13,320
167-170	13,610
171-174	13,900
175-178	14,190
179-182	14,480
183-186	14,770
187-190	15,060
191-194	15,350
195+	15,640

APPENDIX B

SKAGIT VALLEY COLLEGE

FACULTY COLLEGE YEAR CALENDAR - 1973-74

September 13	---	All Faculty Report Faculty Meetings Preparation of Materials for individual courses Division Work as needed
September 20, 21	---	Honors Seminar for some faculty Pre-College Refresher Clinic for some faculty
September 24	---	Fall Quarter Classes Begin
October 8, 22 November 22, 23	---	Holidays
December 14	---	Fall Quarter Ends
December 17 - January 2	---	Christmas Recess
January 2	---	Winter Quarter Classes Begin
February 12, 18	---	Holidays
March 22	---	Winter Quarter Ends
March 25 - 29	---	Spring Recess
April 1	---	Spring Quarter Classes Begin
May 27	---	Holiday
June 14	---	Spring Quarter Ends

APPENDIX C

SKAGIT VALLEY COLLEGE

Administrative Salary Schedule For Deans
And Associate Deans, 1973-74

Administrative Position	Salary
Dean of Instruction	$ 24,525
Dean of Students	23,133
Dean of Administrative Services	22,084
Associate Dean for Continuing Education	21,784
Associate Dean for Occupational Education	21,540
Associate Dean for Whidbey Branch	19,316